

# Housing Management Bulletin



No. 4

MANAGEMENT DIVISION  
NATIONAL ASSOCIATION OF HOUSING OFFICIALS

July 31, 1942

JOINT REFERENCE

AUG 7 1942

LIBRARY

## EXECUTIVE COUNCIL MEETS — PLANS

On July 10 the Executive Council met in Cleveland to lay plans for the Division's 1942-43 program.

### Committees Abolished — Established

In keeping with its earlier decision to reduce the number of committees set up for 1941-42 and concentrate on a few whose work could be carried on successfully within the limits of the Division's resources, the following committees were abolished: Administrative Practices and Personnel; Accounting, Records, Collection and Measurement Methods; Tenant Selection and Organization; and Social Effects of Housing. Five committees are to be active during the year—one on management aspects of project design; one on management aspects of the war housing program; another on rent policy; a fourth on maintenance methods; and the fifth on management training.

Division Chairman Stannard is now completing appointments to these committees according to a general plan approved by the Council. It was agreed that each committee should have a working nucleus of three or four members all located in close proximity to one another so that they could meet without any considerable traveling expense. Each committee is to have, in addition, one representative from any of the ten NHA-FPHA regions not represented in the nucleus group. The non-nucleus members will have a full opportunity to contribute to committee work.

### Committee Job Assignments

Specific job assignments for each of the five committees mentioned above were outlined by the Council. It was agreed that the committee that is to work on management aspects of design should concentrate on a few specific phases of design, such as walks, play spaces, and laundries in order to produce some very concrete recommendations. The list is still open for your suggestions.

The committee on the management aspects of war housing, it was planned, is to give its attention to the special problems of trailers, dormitories, and temporary housing.

Three suggested subjects for the committee on rent policy were the definition of graded or adjusted rents, the treatment of the incomes of minors as part of family income, and the frequency with which income checks and resulting rent adjustments should be made.

Two specific subjects were suggested by the Council for study by the committee on maintenance methods: a standard classification of service calls and the investigation of policies regarding charges to tenants for service operations.

### Management Training

The work of the Committee on Training was made part of a special and very full discussion of the entire management training problem of the Federal Public Housing Authority. The Committee has been working closely with FPHA in devising techniques for management training; hence, any definition of its 1942-43 activities had to be made with FPHA policies and program well in mind.

It was announced that Miss Jean Coman had been named Chief of FPHA's newly established Housing Management Training Office, functioning under Assistant Commissioner for Project Management, Lee F. Johnson. A statement of policy and procedure for the new training unit is in preparation. This and the relationship between NAHO's and FPHA's management training efforts will be reported shortly.

### Memberships — Promotion and Certificates

Discussion of membership promotion revealed that there were many new recruits in housing management whose names did not come to the attention of Division headquarters. To



help Division members conduct an informal get-a-member campaign, a membership application form is enclosed with this BULLETIN.

Members who have long yearned for something with which to impress recalcitrant tenants and visiting firemen will be heartened to learn that membership certificates are in preparation for the Division.

## PERSONALS

**EUGENE P. OPPERMAN** — The BULLETIN announces with deep regret the death of Mr. Oppermann on July 29 at Mercy Hospital in Manistee, (Michigan). Mr. Oppermann was a charter member of the Division and gave generous assistance to its early efforts, both on committees and as a participant in its meetings. At the time of his death Mr. Oppermann was Manager of Herman Garden Homes in Detroit. Previously he had been Manager of Parkside Homes, also in Detroit and, before that, Assistant Manager of Parklawn in Milwaukee. The Division suffers a real loss in the death of Mr. Oppermann.

**ROSE MARIE DEMESTICHAS** — Pittsburgh's first woman housing manager is Miss Demestichas, recently appointed Manager of Allegheny Dwellings, a 282-unit project for war workers. For the past year she has been Assistant Manager of Pittsburgh's Terrace Village II-A. Previously she taught school and served as a Probation Officer for the local Juvenile Court.

**NEW YORK CITY CHANGES** — **FRANK DORMAN**, formerly Manager of 1771-unit Vladeck Houses, has been named Manager of the huge state-financed Fort Greene Houses project for naval personnel, 3501 units, as well as supervising manager of 207-unit Wallabout Houses, a Lanham Act project for naval personnel adjacent to Fort Greene Houses. **KELSEY VOLNER** replaces Mr. Dorman at Vladeck Houses, leaving his former job as Manager of 1662-unit Williamsburg Houses.

To assume the management of Williamsburg Houses, **PERCY FRANK** has been transferred from Clason Point Gardens, 400 units. Replacing Mr. Frank is **WILLIAM L. POULSON**, former Chief of Applications Bureau for the New York City Authority.

**SAN ANTONIO CHANGES** — In June **W.T. THORNTON**, Manager of 796-unit Victoria Courts, resigned his position and has been replaced by **JESSIE I. NEWTON**, whose management experience was originally at 932-unit Alzan Courts in San Antonio; then Assistant Manager, later Manager, at the 300-unit Brooks Field project there for Army enlisted personnel.

**NEWARK CHANGES** — **JOSEPH F. W. AMBERG** and **HARRY REDISCH** changed places this month—Mr. Amberg leaving 300-unit Felix Fuld Court to become Manager of 530-unit Seth Boyden Court, Mr. Redisch leaving Seth Boyden to assume the Felix Fuld managership.

## TWENTY-FOUR HOURS WITH A HOUSING MANAGER

By  
John J. O'Neil, Manager, Charter Oak Terrace  
Hartford, Conn.

*Charter Oak Terrace is a 1000-unit, FPHA-financed project for workers in war production industries in Hartford. It is made up of 234 buildings of twin and row-housing style, all of permanent construction.*

**Up — Out . . .** Up at 7:30 a.m. Out at 8 a.m. to see the children off to school in the buses and to watch the children crossing the railroad tracks. Then pick up my office help at the bus station, starting the office routine at 9 o'clock. It being the first of the month and rent payments due, the office is a busy place—am listening to complaints and to parents fighting about children over whom I have no control. This goes on until 12 o'clock. One-half hour for lunch; back at 12:30 p.m. and start in again on complaints. Close up shop and arrive home for supper at 6:30 p.m.

**Night Shift . . .** Back in the Community Building at 7:30 p.m. for Tenants' Association meeting at 8 o'clock. Mr. B, X944, has locked his door, he has company—and cannot get in. I have to take my maintenance man, climb in through the window, take the pins out of the door, take the door off the hinges, let the tenant and guests in, put the door back on, take the lock off. Back in the Community Building at 8:45 p.m. for meeting, which lasts until 12 p.m. Leave office at 12:15 a.m., closing up shop for the night.

**And So to Bed . . .** That's what I think. But I am just starting the night shift. Get into bed at 12:30 a.m. Just about to dream the wonderful things a manager generally

## THE MASTHEAD

The Masthead pictures Ernestine Cunningham being weighed at the Baby Clinic of the Louisville City Health Department at its quarters in the Clarksdale Community Building --786-unit, PWA-leased project of the Louisville Municipal Housing Commission. Ernestine is the twelfth child in the Cunningham family and looks as though the Clinic (which is held twice weekly) kept her well.



# Information Please

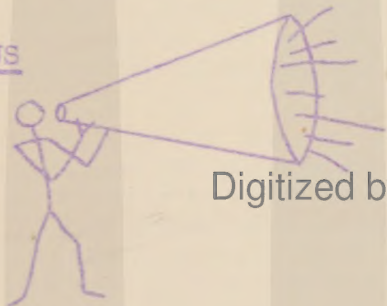
The HOUSING MANAGEMENT BULLETIN wants to bring you up-to-date, interesting, valuable management facts and theories.

SO



YOU must give them to us . . . IF . . . WE are to give them to you

TELL US



What is new with your project? What problems do you have? What new solutions have you evolved for those problems? What new pictures have you taken recently? What is your greatest triumph of the year-- your greatest failure?

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SIT DOWN -



and write us a 300 or 400 word statement on some new problem you have met and solved. Dash us off a housing management hint or two. Tell us about some new ideas of yours that have saved you time or money or wear-and-tear or temper . . . In short, don't forget the HOUSING MANAGEMENT BULLETIN and your fellow managers whenever you turn up an item or two that is educational, interesting, or presents a problem to you.

*For Example --*

*How Would You Answer These Questions?*

What do you do about concrete floors and steps--integral hardener? Paint other material applied later? Who did it? What did it cost per square yard? How does it work?

When you raised rents to keep step with rising incomes, how did you explain it to tenants? Were there organized or individual complaints? How did you handle them?

What new pictures have you taken recently? What is your greatest triumph of the year-- your greatest failure?

PUT YOUR IDEAS ON THE REVERSE SIDE OF THIS SHEET--

OR WRITE US A PAGE OR TWO -- OR A PAMPHLET -- OR A BOOK -- WRITE US

[https://archive.org/details/housing-management-bulletin\\_1942-07-31\\_5\\_4](https://archive.org/details/housing-management-bulletin_1942-07-31_5_4)





dreams-- and Mr. C, Y14, comes home after the closing of the taverns, slightly intoxicated. He decides to put his wife out. This is 1:30 a.m. I call the police. By the time they get there, Mr. C and a pal have left and Mrs. C is back in the house. At 2 a.m. the police leave. At 2:30 a.m. Mr. C is back. . . and out goes Mrs. C again. Again I call the police. Mr. C goes out. The police look all around the project but cannot find him. Mrs. C is back in again. The police go away. Maybe I will get some sleep.

**The Dawn Patrol . . .** Just about to go into another dream when the telephone rings--3:45 a.m. Mrs. D, G411, calling to say that the water pipe in the kitchen has broken, flooding the kitchen and parlor. I belong to the Volunteer Fire Department, so I must be on my way again. It is 3:50 a.m. I go to the boiler house, get my man, tools, shovel. Go to G411, where all the women in the neighborhood are waiting for me. This woman is going to have a baby and they think I am the doctor. We shovel some coal out of the bin because most of the shut-offs are in the coal bin. Since one shut-off controls two units, we shovel on both bins, discover this particular shut-off is above the coal bin--the first one I have seen so located that you could get at it without shoveling. We shut off the water, mop the kitchen and parlor, put the women folks to bed. There are no men folks around--they all work on the midnight shift.

**Sun Over the Hills . . .** This is one of the few mornings in my life that I have seen the sun come up over the hills. So--back to bed for a couple of hours sleep. It is now 6 a.m. I just lie down and am in a beautiful dream when, at 7:45 a.m., Mr. M, who is going to move into F901 and who has just driven 2- $\frac{1}{2}$  hours to sign his lease, appears. I have to tell him at that time that he must wait until the office opens at 9 o'clock. Having by now gone around the clock in a complete 24-hour cycle, I go back to bed. I took the morning off and arrived at the Management Office on Thursday, June 4, at 12 o'clock. So you can see what a manager is up against. The tenants are now catching up with me--they know where I live, they know my telephone number. It looks as if I am not going to have much peace.



**EVERYBODY'S DOING IT . . . Saving Paper for Uncle Sam**

Projects in the east, west, north, south report paper saving campaigns. This picture is from the Fourth Annual Report of the Peoria Housing Authority--a report containing some of the best project-in-action pictures we have yet seen--and a very liberal number of them also.

## WE PRESENT...



**EXECUTIVE  
COUNCILMAN  
ABRAHAM  
GOLDFELD**

(Sixth in a series of Executive Council biographical sketches.)

Manager of one of the country's first low-rent housing projects. Author of the famous "Diary of a Housing Manager" and many pioneering studies on management techniques and philosophy. Lecturer on management practice at most of the past and present housing conferences in this country. NAHO member since 1934. Charter member of the Management Division, elected to its first Executive Council for a three-year term expiring in 1943. Chairman for the fourth year of the Committee on Training. . . Mr. Goldfeld was born in Odessa, Russia--grew up in Vladivostok, Siberia--lived a year in Japan, studying English--graduated in 1923 from University of California--worked his way to New York--took a job there, first in a machine shop, finally as recreational worker in a settlement house--graduated from New York School of Social Work in 1927. -- His advent into public housing came as a result of working after-hours one Saturday afternoon at the settlement house, an afternoon when the New York philanthropist, Fred L. Lavanburg, happened to stop past to see the building, reputed to be well planned. Apparently struck by Mr. Goldfeld's manner, he told him that he was planning to build a model housing project and offered Mr. Goldfeld the job of superintendent, leaving him, Mr. Goldfeld says, with the impression that it was all a wild dream. But Mr. Lavanburg did open the project (Lavanburg Homes--110 units) and Mr. Goldfeld did become its manager, where he has been since June 1, 1927, to date.



## GROUP CANNING

▶ Three thousand cans and jars of vegetables, fruits, and meats is the goal of the Tenants' Association at Victoria Courts in San Antonio (796 units) where a group canning project is under way. The canning program is directed by a vocational instructor in home economics who in addition to supervising the actual canning work, arranges for the mass purchase of seasonal fruits and vegetables and then sets up a work schedule for canning different foods on separate days, utilizing the services of project tenants who volunteer their help for particular fruits or vegetables that they especially like. The foods thus canned are divided three ways--one-third to the assisting tenants, one-third to the project nursery school, and one-third to the air raid shelter for emergency use. Within a month, more than 300 cans of vegetables had been stored in the food reserve of the Tenants' Association -- tomatoes, green beans, blackeyed peas, and beets. Peaches were to be canned the week the report was made and other fruits and vegetables later, with meat packing to be done in the fall. The work schedule mentioned above was arranged on the basis of a pre-program registration of interested housewives so that it was possible to draw up a complete list of their names and the foods on which they preferred to work, thus assuring an adequate corps of workers at all times.

## SIDEWALK GAMES

▶ At the Logan Fontenelle project in Omaha (556 units) the paved areas throughout the row-house project have been painted with diagrams for hopscotch, sidewalk tennis, and other sidewalk games--a device to keep children sufficiently amused so that they will not wander away from their home areas.

## HINTS TO THE HOUSING MANAGER

### KLEENUP FAMILY

▶ Below is a reproduction of the introductory poster in a Kleenup Family series initiated some six months ago by the management of Laurel Homes in Cincinnati (1303 units) to encourage tenant maintenance and economical project operation. This same three-member, one-eyed family, engaged in some exemplary project maintenance or community activity, is featured in all succeeding posters. About 150 posters are put up throughout the project each month at an approximate cost of 15¢ each.



### MANAGEMENT MOVIE

▶ The Institute for Housing Management Research (132 Baruch Place, New York) presents DO YOU KNOW MR. MANAGER?, the first of a series of film reports on new techniques and methods in housing management. It is a 16 mm film, available for rent at \$3 or for sale at \$35. The following management items are included in this first film: DODGER, a play apparatus developed by the management at Red Hook Houses, New York -- PESTOLATOR, an electrical gadget to kill roaches and other bugs -- CIVILIAN PROTECTION EQUIPMENT provided by the management of Lavanburg

Homes, New York -- "KENT" SUC-TION BOILER CLEANER used by the Newark Housing Authority -- ANTI-LOCK OUT DEVICE developed by the management of the Elizabeth Housing Authority. Some of these items were shown at the Division's Third Annual Meeting in Baltimore.

### HOMEMAKING LIBRARY

▶ Below is a clipping from the June issue of the Pennsylvania Houser, official organ of the Pennsylvania Association of Housing Authorities.

NAHO's Tenant Housekeeping Library has been put to good use at Philadelphia's Tasker Homes. After receiving the collection of pamphlets from NAHO, the project management wrote to all organizations represented in the NAHO Bulletin and asked them for copies for free distribution.

The response was excellent. Assured of an ample supply of "Take One" booklets, the management proceeded to offer a different pamphlet covering some housekeeping problem to each resident on rent day.

The pamphlets are made available in the Community Building. Approximately 1500 pamphlets have thus been disposed of each month during the past six months. Most in demand was the booklet entitled "Home Care of Communicable Diseases" offered to Tasker residents during a recent epidemic of scarlet fever.

### JUNIOR POLICE

▶ At Asbury Park Village (126 units) "immediately upon the inception of the Junior Police force, the total of broken windows, upset garbage cans, and other minor but damaging mischief, was reduced 75 per cent."

### NEIGHBORLY SPIRIT

▶ At Hilltop Manor in Wichita (1000 units) a weekly mimeographed schedule of project activities is distributed throughout the surrounding neighborhood by the project Boy Scout troop, thus encouraging the idea that the project is not an isolated unit in the neighborhood but a dynamic, integral part of it.



# New Division Members

September 24, 1941 — July 30, 1942

- Allen, Russel H. - Executive Secretary, Housing Authority of the City of Hartford (Connecticut)
- Altman, Irwin - Housing Manager, Tonomy Hill Housing Project, Newport (Rhode Island)
- Amberg, Joseph F. W. - Manager, Seth Boyden Court, Newark (New Jersey)
- Andrews, Dr. Benjamin R. - Teachers College, Columbia University, New York City
- Ayres, Mrs. Julia R. - Management Aide, The Huntington Housing Authority (West Virginia)
- Belay, Joseph B. - FPFA Defense Housing Manager, Radburn-Fairlawn (New Jersey)
- Betts, Elmer C. - Housing Management Adviser, NHA, New York City
- Blum, Ervin - Executive Director, Housing Authority of the City of Houston (Texas)
- Braucher, Jane - FPFA, Washington, D. C.
- Brill, William W. - private management, New York City
- Bryant, Drayton S. - Management Assistant, Ramona Gardens, North Hollywood (California)
- Burkhard, E. E. - FPFA, Washington, D. C. University of California Library - Berkeley (California)
- Carroll, John J. - FPFA Defense Housing Manager, Philadelphia
- Cassidy, Edward F. - Housing Manager, Allegheny County Housing Authority (Pennsylvania)
- Cleveland Public Library - Cleveland
- Collins, Avon B. - Project Manager, Edgar Allan Poe and Gilmore Homes, Baltimore
- Cunningham, Mary - Assistant Supervisor, Tenant Selection Division, Chicago Housing Authority
- Davis, Aubrey M. - FPFA Associate Housing Manager, San Diego (California)
- Davis, Parker H. - FPFA, Washington, D. C.
- Davis, William W. - Assistant Housing Manager, Harbor Homes, Newport News (Virginia)
- Demetry, E. H. - Acting Housing Manager, Broadmead Terrace, New Albany (Indiana)
- Dora, Mrs. Margaret H. - FPFA Housing Manager, Stamford (Connecticut)
- Dowling, Allen - Tenant Relations Adviser, Housing Authority of New Orleans
- Emory, H. R. - Executive Director, Housing Authority of the City of Wilmington (Delaware)
- Engel, Edmund L. - Lieutenant, U. S. N. R.
- Fairchild, Dr. Mildred - Carola Woerishofer Graduate Department of Social Economy, Bryn Mawr College (Pennsylvania)
- Farley, Erwin C. - Resident Manager, Chollas View, San Diego (California)
- Felt, James - real estate management, New York City
- Fliege, Harold Barker - Maintenance Engineer, Central Office, FPFA, Washington, D. C.
- Fox, Frank - FPFA Regional Management Adviser, Fort Worth (Texas)
- Frank, Percy L. - Buildings Manager, Clason Point Gardens, New York City
- Friedman, Beatrice S. - Field Supervisor, Management Division, New York City Housing Authority
- Garber, Earl E. - Supervisor and Contracting Officer, Bethlehem Housing Authority (Pennsylvania)
- Gevov, Jeannette - Housing Management Aide, Williams Court Defense Housing Project, Portsmouth (Virginia)
- Godwin, Mrs. Elizabeth - Chief of Tenant Selection and Occupancy, FPFA, Washington, D. C.
- Graf, Rose - Principal Family Services Aide, Greendale (Wisconsin)
- Gray, George - Housing Manager, Lincoln Garden Apartments, Evansville (Indiana)
- Gren, Mrs. Violet E. - Interviewer and Statistician, Tenant Selection, Chicago Housing Authority
- Gutmann, Mrs. Elizabeth K. - Secretary, Management Committee, Citizens' Housing Council of New York
- Hahl, Robert G. - Buffalo
- Hansen, Harry W. - Management Assistant, Cleveland Metropolitan Housing Authority
- Hanson, A. R. - Management Division, FPFA, Atlanta (Georgia)
- Hardwick, James F. - Executive Director, City of Owensboro (Kentucky) Municipal Housing Commission
- Harrington, Hugh T. - FPFA, Washington, D. C.
- Hedges, Virginia - Linda Vista Development, Mission Beach (California)
- Hoffman, L. L. - Management Aide, Lafitte Avenue Housing Project, New Orleans
- Horne, Frank S. - Assistant Consultant on Racial Relations, FPFA, Washington, D. C.
- Hulbert, Eri - FPFA, Chicago
- Humble, Everett G. - Management Superintendent, Housing Authority of the City of Bremerton (Washington)
- Hundley, James F. - Housing Manager, Coronado Homes, Jackson (Tennessee)
- Jackson, Joseph S. - Reviewer, Division of Tenant Selection, Chicago Housing Authority
- Klutznick, Philip M. - Special Representative, Region VI, FPFA, Chicago
- Lauer, Mrs. M. P. - Assistant on Management to Executive Director, Akron Metropolitan Housing Authority (Ohio)
- Laurence, Cyril J. - Management staff, Parkside Homes, Detroit
- Lindholm, Edwin T. - FPFA Housing Manager, Bangor (Maine)
- Lomas, Frances - Tenant Selection Supervisor, Housing Authority of the City of Los Angeles
- Magid, Sol - Management Assistant, Vladeck Houses, New York City
- Mason, Park C. - Project Manager, Alfred Vail Homes, Long Branch (New Jersey)
- McCoy, James, Sr. - Housing Manager, Kramer Homes, Center Line (Michigan)
- McCrocklin, Thomas B. - FPFA
- Meade, John J. - Housing Manager, Old Harbor Village, Boston
- Mermin, Alvin A. - Housing Manager, Farnam Courts, New Haven (Connecticut)
- Miller, Alex K. - Housing Manager, Carquinez Heights, Vallejo (California)
- Mitchell, Harry - Housing Manager, Allegheny County Housing Authority (Pennsylvania)
- Morris, Ralph C. - Assistant Executive Secretary, Burroughs Newsboys Foundation, Dorchester (Massachusetts)
- Mosee, Elmer V. - Chairman, Housing Committee, St. Louis Urban League
- Newlin, Walter S. - Assistant Director, Property Management, Rental Housing Division, FHA, Washington, D. C.
- O'Connor, T. J. - Housing Manager, Merri-mack Park Housing Project, Norfolk
- Palmer, Frank - Executive Director, Allegheny County Housing Authority (Pennsylvania)
- Peed, Roger - Property Manager, Property Management Section, Rental Housing Division, FHA, Washington, D. C.
- Phelan, Helen - Manager, Valleyview Homes, Cleveland
- Pickering, Jerry L. - FPFA Housing Management Analyst, Arlington (Virginia)
- Quigley, Miss Mary Virginia - Management Assistant, Woodhill Homes, Lakewood (Ohio)
- Quinlan, Leo V. - Housing Manager, Ordmont, Penns Grove (New Jersey)
- Quinn, John E. - Secretary, Housing Authority of the City of Paterson (New Jersey); Assistant District Supervisor, New Jersey State Housing Authority
- Radebaugh, Charles S. - Assistant Director, Columbus Metropolitan Housing Authority (Ohio)
- Recht, Cullen J. - Housing Manager, River-view Homes, Mifflin Township (Pennsylvania)
- Schmid, Joseph Anton - Executive Director and Secretary, The Housing Authority of the City of Erie (Pennsylvania)
- Schnadig, Mrs. Isabell - Interviewer, Chicago Housing Authority
- Schooler, Samuel - Management Assistant, Harlem River Houses, New York City
- Schubert, Oscar E. - New York City
- Scott, James E. - Housing Manager, Liberty Square, Miami
- Shapiro, Saul F. - Assistant Supervisor, Tenant Selection, Housing Authority of the City of Pittsburgh
- Smalley, George H. - Assistant Superintendent, Housing Authority of the City of Bremerton (Washington)
- Stenzel, Clarence J. - FPFA Senior Housing Management Adviser, Fort Worth
- Stewart, Laurence G. - Housing Manager, Aberdeen War Housing Project, Edgewood War Housing Project, Havre de Grace War Housing Project (Maryland)
- Sullivan, John M. - Housing Manager, Maple Terrace Housing Project, LaPorte, and West York Homes, Walkerton (Indiana)
- Sutherland, Malcolm, Jr. - FPFA Defense Housing Manager, Walkerton (Indiana)
- Tackett, Paul - Management Adviser, FPFA, Fort Worth (Texas)
- Townsend, Mrs. Constance L. - Management Aide, Housing Authority of the City of New Haven (Connecticut)
- Trigg, Miss Martha - Senior Home Interviewer, Division of Tenant Selection, Chicago Housing Authority
- Tucker, E. Eugene - FPFA, Oakland (California)
- van Ahlers, Eleanor - Defense Housing Project at Vallejo (California)
- Wagner, Phil - Regional Management Supervisor, FPFA, Chicago
- Wassell, Lester A. - Housing Manager, Savanna Proving Grounds Defense Housing Project, Hanover (Illinois)
- Wing, Hugh A. - Manager, Harrison Township Defense Housing Project (Pennsylvania)
- Wood, Mrs. Edith Elmer - FPFA Consultant, Cape May Court House (New Jersey)
- Yale University Library - New Haven



## DO YOUR PART



# Hi, NEIGHBOR!



Winnebago County Housing  
Authority  
Welcomes You  
to  
Blackhawk Court

## THINGS TO REMEMBER



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### What The Project Has to Offer You

The apartment is well planned and well built. The refrigerator and automatic gas water heater have been included for your convenience. Since there is a maximum building limit, no garages have been built; however, ample parking spaces have been provided for your cars.

The children's playground is centrally located, and playground equipment will be provided.

The Administration Building has community rooms for your pleasure.

A pay telephone is in the Administration Building for your use.

The friendly "Hi, Neighbor" approach used for the tenant handbook reproduced on this page is a pleasant variation from the usual businesslike, rules-and-regulations technique employed by some authorities. It is reproduced also as an example of an attractively planned, easily readable statement.

The Division hopes soon to make up a set of typical handbooks for distribution to its members. You will be receiving a special notice to this effect within the next month or so.

The handbook reproduced here is for 200-unit Blackhawk Court, an FPHA-aided project built by the Winnebago County (Illinois) Housing Authority.

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### Your Responsibility

A loud radio played too late at night might annoy your neighbor.

Careful use of lights and gas will keep you within your maximum.

Linoleum must not be glued to floors.

If you discover insect pests, report to management at once.

Report all needed repairs to management office.

We welcome children to the Project, but they should be warned not to write on walls nor abuse property.

Flower gardens beautify your home. A disorderly yard is an unpleasant outlook for you and your neighbors.

The management asks you to report to the office promptly all births, deaths, accidents, and contagious diseases.

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### Good Housekeeping Hints

Keep walls clean so your home will be attractive.

Brush window screens frequently.

Furniture pushed too close to walls will mar wall surface.

Roller shades should roll evenly.

Use glass or rubber caps under legs of heavy pieces of furniture to avoid marring floors.

Clean inside and outside of refrigerator at least once a week with warm soapy water to which soda has been added, rinse and wipe dry. DO NOT use scouring powder. Defrost when coils are coated with frost more than one-half inch thick. Keep refrigerator doors closed except when using.

Wipe gas stove after each meal. Clean thoroughly once a week using soda and water to clean burners and oven.

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Protect the surface of your stove, refrigerator and sink against hard knocks.

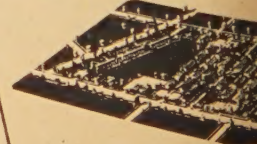
Wash sink and laundry tub after every using with soap and hot water or when necessary with a mild powder cleaner. Acids stain your sink. Grease poured down a drain may stop it up.

Soap and water cleaning will keep your bath tub and bowl shining.

The toilet is best cleaned with soap and water and a long brush.

Children should be warned not to drop articles in toilet that may stop up drains.

Floor mops and dust cloths shaken from upstairs doors drop the dirt on the apartment below you.



CHILDREN WELCO

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### What The Neighborhood Has to Offer You

#### SCHOOLS

Kishwaukee Grade School  
Located at Kishwaukee and Catlin Streets  
Grades 1 through 6.  
Mr. John Wise, Principal

Abraham Lincoln Junior High School  
Located at 1500 Charles Street  
Grades 7 through 9.  
Mr. James Welch, Principal

East High School  
Located at 2929 Charles Street  
Grades 10 through 12.  
Mr. Harry Muth, Principal

#### PARKS

Blackhawk Park  
Located at 15th Avenue at Nelson Street Bridge